

# **Historic & Cultural Preservation Advisory Council**

## **Operating Rules for Conducting Business**

### **Article One: Meetings**

1. All meeting dates and times shall be agreed upon by the membership at the proceeding meeting.
2. Special meetings of the membership may be called by the Chair or the Governor.

### **Article Two: Conduct of Meetings**

1. All council meetings will be publicly announced and will comply with the state's "open door" policies.
2. All council meetings will be conducted using Robert Rules of Order on issues requiring action.
3. At regular meetings of the council, the Chair will provide opportunities for public comment with time constraints determined by the Chair as appropriate.
4. The Chair of the Council, or in his/her absence, the Vice Chair, shall chair council meetings. In the absence of the aforementioned, the members present will select a chair for the meeting.

### **Article Three: Quorum**

1. The quorum for the meetings shall be a majority of members, including those present via teleconference or video conference.

### **Article Four: Proxy**

2. No proxy voting is allowed.